

Liberty

Students are authorized special liberty for up to four days. Leave is required if the period of absence from the NWC local recall/residence exceeds four days. There are no liberty area limits (i.e. distance from the NWC), however, all travel of any duration outside CONUS requires that leave be taken.

It is mandatory that any student who will be away from their local recall phone for more than 24 hours provide an accurate number where they can be reached. A logbook is maintained in the Dean of Students Office.

TAD Orders

Students who have a need for funded or no-cost orders (TAD, TDY, TEMDU) should submit an orders request to the Dean of Students. The form is available in the Dean of Students Office. Funds for student TAD are quite limited, so students should not make travel or accommodations arrangements based on a presumption that funding is available. The decision to fund a request for orders is made on a case-by-case basis. Students conducting an ARP and assigned to the Center for Naval Warfare Studies will have order requests for travel funded through that office.

Permissive TAD (i.e., no cost to the government), provided it does not interfere with scheduled academic events, is normally given for one of the following reasons:

1. House hunting
2. Participation in competitive sports events
3. Attendance at conferences, symposia, etc., when such meetings directly relate to a member's background or primary duties.

Requests will be processed and approved through the Dean of Students Office.

Accountability/Recall Information

All students must provide their local address and telephone number to the Dean of Students Office and ensure that this information remains up to date and accurate.

Recall Procedures

In the event that urgent information must be passed to all students, recall procedures will be initiated. The Dean or Deputy Dean of Students will notify CNW and CNC&S class presidents and seminar leaders. Seminar Leaders are expected to hold current telephone numbers of all personnel within their seminar and will notify their members of any urgent information.

In certain instances, for example an academic department has scheduled a make-up class due to a snow day, the department is responsible for notifying its respective students. Moderators will be notified by the department chair of any closures and seminar leaders will be notified by their moderators.

School Closure Procedures

Various events such as power and water outages and severe weather can cause the Naval War College, and possibly Naval Station Newport, to close. The President determines when the War College will be closed; the CO, NAVSTA Newport determines when the base will be closed. In all cases, the College will not be in operation when the base is closed.

Base closure information will be broadcast on all three of the local television stations as well as the Newport Naval Cable TV channel. Additionally, this information will be announced on radio stations AM 790, AM 920, AM 1540, FM 92.3, FM93.3, FM 99.7, FM 100.3, FM 101.5, FM 103.7 and FM 105.1. Students are responsible for checking these stations/channels to determine if the base has been closed, and classes therefore cancelled. Should any doubt exist, students should call their seminar leader, and as the last resort, call the Naval War College Quarterdeck (841-3089/1310) for information. Do not call the Naval Station Duty Office for information under these circumstances.

If the President closes the College but the base remains open, recall procedures will be used to notify students of the school closure and rescheduling of missed events.

Emergency Messages and Notices

The Dean of Students Office provides an **emergency** answering service for students during normal working hours (0800-1630) at 841-3373. These messages will be delivered directly to the student in seminar or lecture. Every effort will be made to locate the student immediately.

Routine, non-emergent calls should not be directed to the Naval War College. Please direct these messages to your email account, or to a private cellular telephone number.

Email is the primary means of communication at the College. It is imperative that you check your email account at least once each day since failure to do so may cause you to miss important, emergent information.

The student will receive a wide variety of flyers, notices, instructions, and memoranda in his/her mailbox in the basement of Conolly Hall. Additionally, issues of an emergent nature, or of high importance, are posted on the "Hot Issues" bulletin board across the hall from the Dean of Students Office.